

YOUR BUSINESS GUIDE TO STATE CONTRACTING

Office of Small
Business Certification
and Resources



DEPARTMENT OF GENERAL SERVICES
Office of Small Business Certification and Resources
September 1998

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DEPARTMENT OF GENERAL SERVICES

Office of Small Business Certification and Resources

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Dear Businessperson:

Do you wonder what it is like to do business with the State of California?
Do you have a product or service to meet the state's needs? What are you
waiting for? Let's get started!

"You miss 100% of the shots you never take." Wayne Gretsky

The State of California spends approximately four billion dollars annually on state contracting. The contracts fulfill needs for commodities, construction, and services for state agencies. Many contracts are let by the individual state agency while others are overseen by the Department of General Services (DGS).

Is it state business as usual? No way! The state, and the DGS in particular, is taking the lead from corporate America to change the way the state conducts business. How are we doing that? We started with you, the customer. You told us that state contracting is a cumbersome, bureaucratic maze. Our goal is to change the process through legislation and to provide resource information to assist you with compliance requirements in existing law.

The Office of Small Business Certification and Resources (OSBCR) staff is here to acquaint you with our services and to open government doors for your business.

We strive to:

- Help you understand the state contracting process
- Offer assistance for bidding on state contracts
- Identify contracting opportunities
- Introduce contracting programs

Just remember - The whole is the sum of its parts. Once you understand how the parts work, you can tackle the whole process.

Sincerely,

Office of Small Business Certification and Resources

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FINDING A CONTRACT

The California Department of General Services (DGS) is changing the road to state contracting through innovative use of the Internet. *“Jump on the Information Super Highway”* for an exciting and efficient ride towards obtaining contracting opportunities with the State of California.

WHAT IS THE CALIFORNIA STATE CONTRACTS REGISTER

The Office of Small Business Certification and Resources (OSBCR), formerly known as the Office of Small and Minority Business, publishes the daily electronic California State Contracts Register (CSCR) which announces bid information on state construction, service, and commodity contracting opportunities. State law requires agencies to advertise their construction and service contracting opportunities of \$1,000 or more in the CSCR. Commodity contracting opportunities are advertised at a state agency's discretion.

Annually, state agencies advertise over 10,000 contracting opportunities listed within 20 contract categories. Each advertisement contains key contract information and the contract agency/person to obtain a full bid solicitation package. Those contracts exempted from advertising in the CSCR are also listed for public review.

HOW TO USE THE CSCR

Upon contract category selection, bidders can view a single contract advertisement or all contract entries listed in that category. Agencies may place bid solicitation packages online for download. A field also exists to electronically request a bid solicitation package by mail.

Additionally, a business may specify contract ad profiles that address its specialty. By subscription, the business would receive notice of contract advertisements meeting its profile(s).



The CSCR also increases contracting opportunities through local government. The OSBCR extends contract advertising capability to cities, counties and special districts. An additional CSCR feature is prime contractor and subcontractor networking advertisements. Prime contractors and subcontractors may advertise in the CSCR. Although the CSCR is not a trade or focus publication, it is a great avenue for contract advertising.

In addition to the CSCR, the OSBCR offers networking opportunities via the Internet through the following:

- Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certified firm query reports,
- The State Contracting Resource Packet,
- The SB/DVBE Certification Application (STD. 812),
- The State Contracting and Purchasing Officials Directory,
- Information on state contract participation programs, and
- Links to related web sites of interest to companies bidding with the state.

The OSBCR strongly recommends that businesses “*jump on board*” and take advantage of all features available on our Internet web site. Internet publishing affords quick access to current information and increased state and local contracting opportunities to the CSCR’s readers, advertisers, and publishers. You can find our home page Internet web site at:

<http://www.osmb.dgs.ca.gov>

If you are not currently online, many California libraries, community colleges, and business development centers offer Internet access. If you want information about becoming connected to the Internet, call your local service provider or computer store for the latest information on this exciting business innovation.

When you identify available contracts:

- Obtain the necessary forms from the appropriate state departments.
- **Remember!** Read each bid solicitation package carefully; requirements vary among awarding departments.
- Prepare your proposal according to instructions and return your bid to the appropriate state agency prior to the due date.

“Knowledge is power and enthusiasm pulls the switch.” Steve Droke



BEING COMPETITIVE IN THE CONTRACTING PROCESS

CALIFORNIA'S COMMITMENT TO SMALL BUSINESS

To ensure that a fair proportion of California state contracts involve small businesses, the State of California established a five percent small business preference program. The OSBCR certifies eligible small businesses for the state's five percent bid preference. The preference is applied during competitive bidding when certified small businesses bid on state contracts.

SMALL BUSINESS DEFINITION

A "small business" is a business certified by the Office of Small Business Certification and Resources (OSBCR), in which:

1. The principal office is in California.
2. The officers are domiciled in California.
3. The business is independently owned and operated.
4. The business is not dominant in its field of operation.
5. The business' (together with any of its affiliate[s]) aggregate annual receipts for the three most recent tax years do not exceed the maximum dollar threshold for each requested industry group. *(The specific industry groups and their allowable dollar thresholds are included in the Small Business/Disabled Veteran Business Enterprise Certification Application (STD 812) Booklet available on the OSBCR homepage.)*

SMALL BUSINESS (SB) CERTIFICATION BENEFITS

SB certification affords a firm the following benefits:

- A five percent preference when bidding on state contracts.
- Interest penalties for late payment invoice. (see page 11 for details on Prompt Payment Act)
- Business networking opportunities. The OSBCR's certified SB list is available on the Internet in a report query format. The Internet address is:

<http://www.osmb.dgs.ca.gov>

CONTACT OSBCR FOR YOUR CERTIFICATION APPLICATION

HOW THE FIVE PERCENT PREFERENCE WORKS

To ensure SB participation, the State of California grants SBs a preference of five percent of the lowest responsible bid if the low bid has been submitted by a non-certified bidder. (see page 4 or the Internet for SB definition.)

The following example demonstrates the method used to determine the successful bidder using the 5% preference when a monetary amount is the determining factor:

Bidder A \$19,879 (claims small business – certified small business)

Bidder B \$19,520 (claims small business – not certified)

Bidder C \$18,975 (not small business)

In this example, the SB Preference Act allows 5% of the low bid, computed as follows: $\$18,975 \times .05 = \948.75 . The certified SB bid is reduced by \$948.75, which equals \$18,930.25.

The five percent preference is merely used as a calculation for determining the lowest bidder, and does not affect the actual price bid. In other words, in our example, Bidder A would be awarded the contract for \$19,879 (the bid amount.)



The preference may not exceed \$50,000 on any one bid.

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION

The OSBCR also certifies disabled veteran business enterprises for the state's Participation Program (see page 7). The state's Participation Program goal is to procure at least three percent of every state agency's total contracting dollar amount from disabled veteran business enterprises (DVBEs).

DISABLED VETERAN DEFINITION

A disabled veteran is:

- A United States military, naval or air service veteran, who
- Has a service-connected disability of at least 10 percent, and
- Is a California resident.

DVBE DEFINITION

A DVBE is certified by the OSBCR as meeting all of the following requirements:

1. It is at least 51% owned by one or more disabled veterans,
2. The business' management and daily operations are controlled by one or more disabled veteran(s). The disabled veteran(s) who exercises management and control is not required to be the same disabled veteran(s) who owns the business.
3. The home office is located in the United States, and is not a branch or subsidiary of a foreign entity.

DVBE CERTIFICATION BENEFITS

DVBE certification affords a firm the following benefits:

1. Eligibility for the state's DVBE Participation Program which helps further their state contracting and subcontracting opportunities.
2. Business networking opportunities. The OSBCR's certified DVBE list is available on the Internet in a report query format and in paper form. The Internet address is:

<http://www.osmb.dgs.ca.gov>

CONTACT OSBCR FOR YOUR CERTIFICATION APPLICATION

CERTIFICATION RENEWALS

The OSBCR requires a firm to renew their SB/DVBE certification periodically. The OSBCR will send out a renewal application approximately six weeks before the firm's expiration date. If the firm neglects to return the application and required materials to the OSBCR, the firm will be ineligible for SB/DVBE benefits.

RECYCLING PREFERENCE

Statewide policy mandates that we preserve and maintain our quality environment. To achieve this, California sets the leadership example to minimize waste and promote increased use of recycled products. Additionally, the law provides a preference for prime bidders in state contracting regarding the purchase of recycled paper products.



All state agencies give a price preference, not to exceed ten percent, on recycled paper products if the product's fitness, quality, and availability are comparable to non-recycled products. The awarding department lists the recycle content criteria in each bid solicitation package. The bidder certifies under penalty of perjury that materials, goods, supplies offered, or products used in the contract performance meet or exceed the minimum required percentage of recycled material.

For further information, contact the California Integrated Waste Management Board (CIWMB) at:

<http://www.ciwmb.ca.gov>

ECONOMIC DEVELOPMENT PREFERENCE PROGRAMS

The state established the Target Area Contract Preference Act (TACPA) and the Enterprise Zone Act (EZA) to promote economic development and employment opportunities in designated distressed areas, by offering bidding preferences in specified state contracts.

Program Requirements	TACPA	EZA												
<i>Contract Amount:</i> The dollar threshold or applicability	\$100,000 or more	Same as TACPA												
<i>Excluded Contracts:</i> Contracts not covered by the program	Construction contracts and contracts with a designated worksite	Same as TACPA												
<i>Geographic Areas:</i> The worksite used by the contractor to qualify for the preference must be located within a designated area	Distressed areas as specified by the Office of Planning and Research	Enterprise zones as specified by the Trade and Commerce Agency												
<i>Percent Of Contract Labor Work:</i> The percentage of the contracted work that the contractor must agree to perform at the qualifying worksite	Commodities 50% Services 100% *	Commodities 50% Services 90%												
<i>Company Base:</i> The home base of the company	Must be in California	Same as TACPA												
<i>Worksite Preference:</i> The preference percentage associated with the worksite	5 percent	Same as TACPA												
<i>Work Force Preference:</i> An additional preference of one to four percent available if the contractor agrees to perform the contract with persons with a high risk of unemployment	Depends on percentage of work force: <table><tr><td>% of Labor</td><td>%</td></tr><tr><td>Hours</td><td>Preference</td></tr><tr><td>5 to 9</td><td>1%</td></tr><tr><td>10 to 14</td><td>2%</td></tr><tr><td>15 to 19</td><td>3%</td></tr><tr><td>20 or more</td><td>4%</td></tr></table>	% of Labor	%	Hours	Preference	5 to 9	1%	10 to 14	2%	15 to 19	3%	20 or more	4%	Same as TACPA
% of Labor	%													
Hours	Preference													
5 to 9	1%													
10 to 14	2%													
15 to 19	3%													
20 or more	4%													
<i>Preference Limits:</i> The highest preference that can be given	9% not to exceed \$50,000	Same as TACPA												
<i>Maximum Combined Preferences:</i> TACPA plus EZA plus small business	15% not to exceed \$100,000	Same as TACPA												

* Effective January 1, 1999, percentage will be 90% (AB 835).

DVBE PARTICIPATION PROGRAM

When the DVBE Participation Program was enacted, it was the Legislature's intent to preserve and strengthen California's overall economy.

The state envisions more of its contract opportunities being awarded to DVBEs by providing an avenue for their business establishment and participation in the state's contracting program (see page 4 for information on DVBE certification).

The program accomplishes the following:

- 1) Encourages a greater economic opportunity for disabled veteran business enterprises to share in the state's contracting program; and
- 2) Clarifies and expands the state's construction, commodities, and professional services contracting programs in procuring work from DVBEs.

For each applicable contract, prime bidders must achieve the minimum DVBE participation goal or, in certain instances, have an approved business utilization plan. If the prime bidder is unable to achieve the participation goal the bidder must demonstrate and document a good faith effort to be compliant with statutory and regulatory contracting requirements (See pg 8).

Previously, this program was administered as the Minority, Women, Disabled Veteran Business Enterprise (M/W/DVBE) Participation Program. The goal requirement existed for each category. However, a Federal appellate court decision, *Monterey Mechanical v. Wilson*, determined that statutes requiring minority and women participation goal compliance in state contracting violated the 14th U.S. Constitutional Amendment (equal protection). Consequently, the two categories are no longer included for state contract compliance. Currently, the three percent DVBE requirement is the only existing goal requirement. Please note: you may have minority and women business enterprise goal requirements on state contracts receiving federal funds.

BUSINESS UTILIZATION PLAN

Bidders may use the Business Utilization Plan for meeting DVBE Participation Program requirements in particular bid solicitation packages. Please note that the plan applies to materials, supplies, or equipment, including information technology goods and services contracts.

The Business Utilization Plans must:

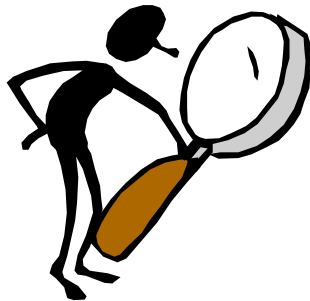
- Provide a business plan for one year showing how a vendor will meet or exceed the DVBE participation goals.
- Be approved by the OSBCR.
- Be renewed annually by the OSBCR.
- Be submitted and approved prior to the bid due date to satisfy compliance requirements.

GOOD FAITH EFFORT

If the prime bidder is unable to achieve the DVBE participation goal, the bidder must demonstrate and document that he or she made a “good faith effort” to attain the participation.

Follow these five legally defined “good faith effort” steps:

1. Contact the awarding department to identify potential DVBE subcontractors and suppliers.
Make contact to identify potential DVBE subcontractors and/or suppliers, not merely to request the bid solicitation package.
2. Contact other state and federal agencies, and local DVBE organizations to identify DVBEs.
Verify current requirements in the bid solicitation package with the awarding department.
3. Advertise in trade papers and papers focusing on DVBEs, unless time limits imposed by the awarding department do not permit that advertising.
Should the advertisement requirement be waived due to time restraints, it will be indicated in the bid solicitation package.
Advertisements must be published at least 14 calendar days prior to solicitation response, unless otherwise stated.
4. Send invitations to bid to potential DVBE subcontractors.
Invitations may be extended through various methods such as direct mail, telephone, FAX, and/or E-mail.
5. Consider available DVBEs.
The prime bidder must carefully review and evaluate potential DVBE subcontractor responses. Each participating subcontractor must perform a commercially useful function. Furthermore, if the bidder does not select a potential subcontractor, the business reasons for non-selection must be documented and submitted to the awarding department.



A COMMON MISUNDERSTANDING

Bidders must seek DVBE participation. This is not an option if your bid is to be deemed responsive. Some prime bidders state that all work is accomplished with their own resources. Mistakenly, bidders contend that no subcontractors are needed and goals are *not applicable*.

READ, READ, READ

1. Request the bid solicitation package early. Note the date, time, and place to submit the completed bid to the awarding department.
2. Read the bid solicitation package thoroughly.
3. Understand what you have read and highlight the compliance requirements. We suggest you keep a list of questions you may have as you read the solicitation document.
4. Identify the name and telephone number of the awarding department's contact person, usually listed in the CSCR or bid solicitation package.
5. Utilize resources such as the OSBCR or the Internet (see page 14 for additional resources).

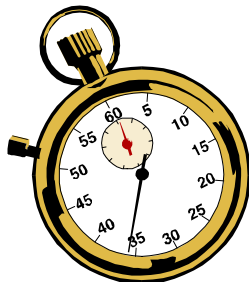
PRE-BID CONFERENCES

Contracting officials often hold pre-bid conferences or walk-throughs prior to bid opening. These events acquaint bidders with specific details of the project or job-site. Attendance may or may not be mandatory.

The OSBCR encourages you to attend these pre-bid conferences and walk-throughs. This is your opportunity to ask questions and to clarify any concerns you have regarding the bid solicitation package.

ON TIME DELIVERY

You received the bid solicitation package. After careful review, you followed all the instructions, documented each section, included the required attachments and put it all together. You are ready to go. Are you sure of the due date and time? Can you imagine going through all the painstaking effort only to miss the time? No, we don't even want to think about that. Mark your calendar, set your time frame for delivery, and make sure you know the correct delivery address. The final days before submitting the bid can be very hectic, and last minute details require attention.



"Time is the scarcest
resource and unless it is
managed nothing else can be
managed."
Peter Drucker

HOW THE STATE AWARDS A CONTRACT

The bids are awarded on the basis of bid selection and evaluation criteria defined in the bid solicitation package.

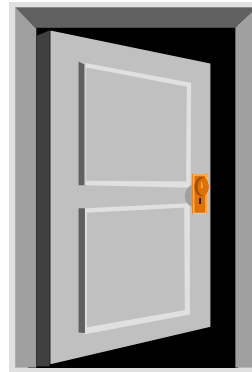
LEARN FROM EXPERIENCE

You worked very hard to compile your bid package for submittal to the awarding department for the big contract. No stone remains unturned. You breathe a big sigh of relief as you slip the bid package into the overnight express delivery envelope. This contract promises to be a feather in your cap.

Then the bad news arrives. A competitor won the bid. After all the hard work you feel you deserve the contract and you want to protest the award. Consider this step carefully. You may miss other contracting opportunities by focusing time and effort on a weak protest case. The grounds for protest are limited and specific. Remember that the burden of proof rests with the protestor. Learn from the experience. Utilize resources to determine the mistakes you made and to improve your future bid packages. After the contract is awarded, you may review other bid submittals to gain valuable insight for upcoming bid opportunities. Some state agencies agree to conduct a debriefing regarding the deficiencies in your bid package.

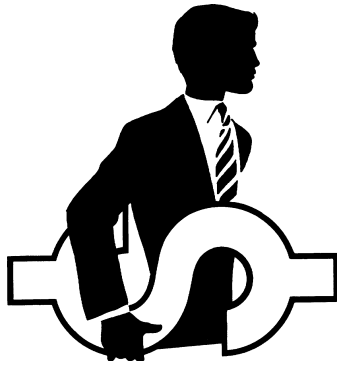
Appeal processes exist should you feel you have a legitimate protest. Review the bid solicitation package for specific information or contact the contracting/purchasing official from the awarding department.

“When one door closes,
another opens; but we
may often look, and so
regretfully, upon the
closed door that we do not
see the one which has
opened for us.”
Alexander Graham Bell



HOW TO GET FASTER PAYMENTS

We realize that cash flow is essential to maintain any firm on a solvent basis.



This is especially important to the small business owner and non-profit organization who are often hardpressed to have enough cash on hand for daily operations. In an effort to alleviate this situation, the state developed the Prompt Payment Program.

To avoid delays receiving money owed to you by the state, it is important that you follow the instructions included in your contract or purchase order documents. Make sure you forward the proper number of invoice copies and that you furnished the material or services completely in

accordance with the applicable contract provisions. If your contract does not specify a payment date, be sure to include the phrase "Due Upon Receipt" on your invoices.

PROMPT PAYMENT RUBBER STAMP

Certified small businesses and non-profit organizations identify themselves on invoices by means of a prompt payment rubber stamp which is issued by the OSBCR to qualified firms who have a contract or purchase order with the state. State agency accounting offices pay these invoices on a priority basis.

DISCOUNT INVOICES

Other steps exist for the small business person to receive timely payments. You may offer a "cash discount" when submitting your bid or subsequent invoices. If you offer at least a ½ percent discount for payment within 20 days of receipt of an undisputed claim, your invoice would be given priority over net invoices.

PROMPT PAYMENT ACT

The Prompt Payment Act enables certified small businesses and recognized nonprofit organizations to qualify for monetary penalties from state agencies if an undisputed claim was not paid within 30 days of the required payment date. If your contract does not specify a payment date, be sure to include the phrase "Due Upon Receipt" on your invoices. The State Controller's Office is allowed additional time to release payments.

The Act requires small businesses be paid a penalty of ¼ percent of the amount outstanding per day, from the 31st day after the required payment date. The penalty applies whenever an agency fails to make timely payment on a properly executed invoice without reasonable cause. The claim must be undisputed and properly executed by the claimant. To qualify as a small business or non-profit organization for the purposes of this penalty payment, a firm must meet the qualifications as defined by regulations.

LIFE BEYOND TRADITIONAL CONTRACTING

Like the business community and the federal government, the State of California recognizes the need for non-traditional contracting. Through legislation and continuous improvements, state contracting officials acquire goods and services utilizing various sources. Volume contracts, agreements, schedules, and best value methods are popular for source selection. Additionally, CAL-Card is advantageous for low dollar purchases. These contracting opportunities promote a rewarding relationship between innovative businesses and state agencies.

CAL-CARD STREAMLINES PROCESS

Participating State and local agencies use the CAL-Card, a VISA purchase card, to streamline the procurement process for purchases up to \$15,000.

The CAL-Card provides supplier benefits by:

- Eliminating multiple invoices and all related administrative burdens with a typical invoice process costing suppliers over \$20 per invoice.
- Eliminating collection efforts.
- Reducing payment terms which are typically 30 to 60 days from the date of service or goods shipment. With purchase cards, payment is within one to three days.

For information on the CAL-Card and how to become a VISA Merchant, contact the CAL-Card Team at (916) 324-1333 or visit the web site at:

www.pd.dgs.ca.gov/CalCard/calcardl.htm

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS) ADDS FLEXIBILITY

The California Multiple Award Schedule (CMAS) program provides state and local government agencies the flexibility to choose a product or service according to their business needs without competitive bidding. These needs include price, warranty, supplier performance or brand name. The CMAS unit establishes agreements with manufacturers/suppliers that offer products and/or services which are currently on an existing multiple award schedule with the Federal General Services Administration (GSA) or on another approved multiple award contract.

To administer this program, the DGS charges a small service fee to the ordering agency for each CMAS order placed. To encourage small business participation in this program, the service fee is currently waived for all orders placed with a small business.

PRICE SCHEDULING

State price schedules address non-competitive supplies, parts, and products. The state awards on the basis of known customer demand, usually for repetitive, low dollar volume products or when prices or products change frequently.

BEST VALUE OFFERS NEW OPPORTUNITIES

Traditionally the state purchases goods and services primarily through competitive bidding. The contract is awarded to the lowest responsive bidder. The new concept of "best value" is designed to simplify and modernize state acquisition law. This approach to state acquisition provides state agencies with the ability to obtain high quality goods and services from non-governmental sources on a timely basis, at a reasonable cost, and in a fair and impartial manner. It is also designed to promote the participation of small business in state contracting. Furthermore, the method ensures that contracts are awarded consistently in the state's best interest and that contracts provide the state with the most value in purchasing.

MASTER AGREEMENTS (MA)

DGS bids large volume contracts called statewide Master Agreements for services and consulting services that many departments use. MA contracts can be single or multiple awards based on competitive bids. The state recommends that businesses market and sell their product value to the various state agencies. The state advertises MAs in the CSCR. For more information on MA advertisements, contact the CSCR homepage at:

<http://www.osmb.dgs.ca.gov>

The Procurement Division (PD) advertises most MAs which, upon request, are available for review. For more information regarding MAs, contact PD by phone at (916) 445-2500 or on the Internet at:

<http://www.pd.dgs.ca.gov>

ADDITIONAL RESOURCES

SMALL BUSINESS DEVELOPMENT CENTERS

California's Small Business Development Center (SBDC) network links federal, state, educational and private resources designed to assist small businesses in the local community. The SBDCs provide one-stop access to free business counseling, planning, marketing and training programs.

The SBDCs emphasize the delivery of in-depth, high quality small business services. The small business services include but are not limited to: management, marketing, financing, accounting, strategic planning, regulation, taxation, capital formation, procurement, human resource management, production, operations, economic development, or any other areas of assistance required to promote small business growth, expansion, and productivity within the state.

To locate the SBDC nearest you, call the Small Business Development Help Line at 1(800) 303-6600 or 916-327-4357 or visit the web site at:

http://commerce.ca.gov/business/small/starting/sb_sbdcl.html

DEPARTMENT OF TRANSPORTATION

CalTrans offers support services through the Business Enterprise Program. This program administers the Disadvantaged Business Enterprise (DBE) program certification. The program intent is to maximize contracting opportunities with state agencies receiving federal funds. You may contact CalTrans regarding information on federally funded state contract issues at:

<http://www.dot.ca.gov/hq/bep/>

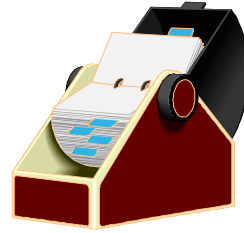
CALIFORNIA LEGISLATIVE INFORMATION (LEGINFO)

This is the official site for California legislative information. California law consists of 29 codes, covering various subject areas, the State Constitution and Statutes. You may access this information via the Internet address at:

<http://www.leginfo.ca.gov/calaw.html>

THE STATE TELEPHONE DIRECTORY

The California State Telephone Directory is an important tool for identifying contracting opportunities. The Directory contains information for locating and contracting state departments, offices, and employees.



Directory Sales Information:

Counter Sales

(916) 574-2200

4675 Watt Avenue

North Highlands CA 95660

Mail Orders

Document Section

P.O. Box 1015

North Highlands CA 95660

STATE CONTRACTING & PURCHASING OFFICIALS DIRECTORY (SCPOD)

The State Contracting and Purchasing Officials' Directory provides the name, address, phone, fax, E-mail and home page addresses (when applicable) of each department's contracting/purchasing official handling construction, services, and commodity acquisitions. You can view the SCPOD online at:

<http://www.osmb.dgs.ca.gov>

STATE CONTRACTING MANUAL (SCM)

State contracting and purchasing officials use the State Contracting Manual to understand statutory and regulatory contracting requirements. It can help you, too! The manual contains policies, procedures and guidelines for promoting sound business decisions and practices in securing necessary goods and services for state government. Look for it online at:

<http://www.osmb.dgs.ca.gov>

STATE CONTRACTING RESOURCE PACKET

The OSBCR maintains the State Contracting Resource Packet. This publication is available on the homepage and in paper. It is useful to attain Participation Program compliance. The State Contracting Resource Packet provides listings of referral organizations, trade papers, and focus papers, which may be used to identify potential subcontractors and suppliers. This publication is available on the OSBCR homepage at:

<http://www.osmb.dgs.ca.gov>

BUSINESS COMMUNITY WORKSHOPS

The OSBCR offers business community workshops to help businesses understand and effectively participate in the state's contracting process. The workshops cover:

- How to effectively use the Internet to identify state contracting opportunities.
- How to complete a "Small Business and/or Disabled Veteran Business Enterprise Certification Application" (STD. 812).
- How to be responsive to the state's DVBE Participation Goal Program requirements.

To register call (916) 323-5478 or check the Internet for the current E-mail address.

STATE AGENCY AND BUSINESS COMMUNITY TRAINING

Currently, the OSBCR trains contracting and purchasing officials for participation program implementation regarding the state contracting process. We are developing a business community training program class to enhance the contracting partnership between the state and our business community. For further information, contact the OSBCR at (916) 323-5460.

INTERNET SERVICES

The OSBCR homepage offers quick access to information on contracting programs and services. Included on the homepage, you can obtain a list of certified small and disabled veteran businesses, certification application status, and application forms and instructions. Whether you are looking for the OSBCR Communicates Newsletter or the State Contracting Resource Packet, you will find what you are looking for on this innovative and valuable resource.